

**Office of the Director**

**Cable Secretariat - Message Center**

<b>Positions:</b>	<b>A 143</b>	<b>Grade GS-4</b>
	<b>A 143.01</b>	<b>Grade GS-4</b>
	<b>A 143.02</b>	<b>Grade GS-4</b>
	<b>A 143.03</b>	<b>Grade GS-4</b>
	<b>A 143.04</b>	<b>Grade GS-4</b>
	<b>A 143.05</b>	<b>Grade GS-4</b>
	<b>A 143.06</b>	<b>Grade GS-4</b>
	<b>A 143.07</b>	<b>Grade GS-4</b>
	<b>A 143.08</b>	<b>Grade GS-4</b>
	<b>A 143.09</b>	<b>Grade GS-4</b>
	<b>A 143.10</b>	<b>Grade GS-4</b>
	<b>A 143.11</b>	<b>Grade GS-4 (New)</b>
	<b>A 143.12</b>	<b>Grade GS-4 (New)</b>
	<b>A 143.13</b>	<b>Grade GS-4 (New)</b>

**Title: Clerk Typist**

**Responsible to: Cable Analyst Supervisor through the Clerk Typist Supervisor**

1. The Clerk Typist assists in the general functioning of the Cable Secretariat in addition to the primary responsibility of typing master ditto mats for all categories of CIA cables. The major duties of this position are as follows:

- a. Meet the minimum standards of the Cable Secretariat in systematically reproducing cable traffic in accordance with established policy. In addition, the position requires the following typing functions; maintenance of various Cable Secretariat manuals and guides; typing briefs of cable traffic prepared for the Director; operation of the teletypeprinter to reproduce cables.
- b. Perform such clerical functions as may be required for the operation of the Cable Secretariat. These duties include: maintenance of master pseudonym card files; maintains and services files of original cables; destruction of outdated files, adhering to established Cable Secretariat destruction procedures; competence in the duties required for Mail Room operation.

c. Perform final proofing and checking of all cable traffic prior to release for reproduction and mailing.

2. The Clerk Typists are responsible to the Supervisor or the Chief of the Section assigned.

3. The position of Clerk Typist is a 24-hour, 7-day a week position which requires the ability to adjust to working under considerable pressure during peak periods.

4. The job progression opportunity for this position includes the position of Clerk Typist Supervisor, Mail and File Supervisor and Cable Analyst.

**CONFIDENTIAL**